

AT ISSUE MEMORANDUM

CASE TITLE	CASE NUMBER:
------------	--------------

Representing:

- ☐ Plaintiff

☐ Defendant
- ☐ Cross-complainant

☐ Cross-defendant

Name:

Representing:

- ☐ Plaintiff

☐ Defendant
- ☐ Cross-complainant

☐ Cross-defendant

Name:

Representing:

- ☐ Plaintiff

☐ Defendant
- ☐ Cross-complainant

☐ Cross-defendant

Name:

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Dated: ____/____/____

(TYPE OR PRINT NAME)

(SIGNATURE)

PROOF OF SERVICE BY MAIL

(must be completed in full or At Issue Memorandum will not be accepted for filing)

At the time of mailing, I was at least 18 years of age, not a party to this cause and a resident of or employed in the county where the mailing occurred.

My residence or business address is (*specify*): _____

I enclosed a true copy of this notice of At Issue Memorandum and referenced documents in a sealed envelope by first-class, postage fully prepaid mail and depositing the envelope ☐ directly in the United States mail OR ☐ at my place of business for same-day collection and mailing with the United States mail, following our ordinary business practices with which I am readily familiar.

The envelope was addressed and mailed as follows:

- (1) Addressed as shown in item 7 above, ☐ and in attachment 8.
- (2) Date of mailing: ____/____/____
- (3) Place of mailing (*city and state*): _____, _____

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Dated: ____/____/____

(TYPE OR PRINT NAME OF DECLARANT)

(SIGNATURE OF DECLARANT)